

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**COMMUNITY RECREATION SUPERVISOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Community Recreation Supervisor is the third level in a three level Recreation series. Incumbents are responsible for supervising programs and day-to-day activities in an assigned area of responsibility.

The Community Recreation Supervisor is distinguished from the Recreation Specialist by its first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |  |              |
|----|--|--------------|
| 1. | Supervises Recreation staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.  | Daily<br>20% |
| 2. | Oversees the day-to-day operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>15% |
| 3. | Supervises and participates in community outreach activities and marketing recreation programs, which includes: creating flyers, maintaining bulletin boards, preparing brochures, preparing and disseminating newsletters, and/or performing other related activities.  | Daily<br>10% |
| 4. | Receives, investigates, and resolves customer complaints.  | Daily<br>5%  |
| 5. | Prepares and maintains a variety of records, files, reports, and/or other related information related to operational activities for the department.  | Daily<br>15% |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Administers and coordinates program operations which, depending on assignment, may include: inspecting sites and/or facilities to identify and resolve potentially hazardous situations; coordinating repairs; overseeing reservations; overseeing the opening and closing facilities; overseeing the preparation of facilities for public use; and/or, performing other related activities.	Daily 10%
7.	Participates in coordinating and monitoring program budgets, including preparing cost estimates for budget recommendations and monitoring expenditures.	Weekly 10%
8.	Solicits and facilitates partnerships within the community to enhance recreational opportunities for the community at large.	Weekly 5%
9.	Performs program administration activities which, depending on assignment, may include: conducting needs assessments; developing modifications to existing programs; recommending new programs; and/or, performing other related activities.	Monthly 5%
10.	Plans, organizes, and coordinates the implementation and evaluation of special events.	Quarterly 5%
11.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Recreation, Administration, Education, Public Administration, Business Management, or closely related field is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
  - Additional qualifying experience, in recreation leadership, may be substituted for the required education on a year-for-year basis.

**Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Basic budget administration principles and practices;
- Customer service policies, principles and practices;
- Event planning techniques;
- Principles, policies, practices and operations in assigned area of responsibility;
- Community based organizations and service programs;
- First Aid and lifesaving methods and techniques;
- needs assessment practices;
- Community demographics;
- Safe work practices and procedures.

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task\*
- Training employees in proper work methods
- Using computers and applicable software applications
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Handling multiple tasks simultaneously
- Developing and administering budgets
- Managing multiple recreational programming areas
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Securing partnerships with community businesses and organizations
- Ability to prepare and make effective oral presentations
- Coordinating and scheduling a variety of events and activities
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and disruptive people.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008